

ADMINISTRATIVE MESSAGE

ROUTINE

R 071410Z AUG 01 ZYB PSN 818527I31

FM COMNAVREG MIDLANT NORFOLK VA//N101//

TO AIG 9987

AIG 106

INFO CINCLANTFLT NORFOLK VA//JJJ//  
COMNAVPERSCOM MILLINGTON TN//621//  
COMNAVDIST WASHINGTON DC//34A//  
COMNAVREG SE JACKSONVILLE FL//N11//  
COMNAVRESFOR NEW ORLEANS LA//N01A1D//  
COMNEREG NEW LONDON CT//XDA//  
COMNAVREG SW SAN DIEGO CA//N932//  
COMNAVREG NW SEATTLE WA//N132//

UNCLAS //N1770//

MSGID/GENADMIN/COMNAVREG MIDLANT NORFOLK VA//N101//

SUBJ/CASUALTY ASSISTANCE CALLS PROGRAM ADVISORY//

REF/A/DOC/BUPERSINST 1770.3/10JUL1995//

REF/B/DOC/CNRMAINST 1770.1R/24MAY1999//

NARR/REF A IS NAVY CACO MANUAL, REF B IS MID-ATLANTIC CACO  
INSTRUCTION//  
POC/L. HAYES/CIV/CNRMA REGIONAL CACO/LOC:DSN 262-/TEL:757-322-2817//

RMKS/1. IAW REF A, COMNAVREG MIDLANT SERVES AS THE CASUALTY  
ASSISTANCE CALLS PROGRAM ADVISOR FOR THE STATES OF VIRGINIA  
(EXCLUDING NAVAL DISTRICT WASHINGTON AREA), MARYLAND, DELAWARE,  
PENNSYLVANIA AND WEST VIRGINIA. LESSONS LEARNED FROM THE COLE  
TRAGEDY OUTLINED THE NEED TO EMPHASIZE THE REQUIREMENT FOR NAVAL  
ACTIVITIES TO HAVE AN ADEQUATE NUMBER OF ASSIGNED, TRAINED, AND  
CAPABLE CASUALTY ASSISTANCE CALLS OFFICERS (CACOS). FOR COMMANDS OF  
50 OR LESS PERSONNEL, A MINIMUM OF ONE JUNIOR OFFICER AND ONE SENIOR  
ENLISTED CACO ARE ESSENTIAL TO COVER PERIODS OF TRAINING, LEAVE AND  
OTHER ABSENCES AND SHALL BE ASSIGNED. FOR EACH ADDITIONAL 100  
PERSONNEL (PERMANENT AND/OR TRANSIENTS) ASSIGNED, ADD ONE JUNIOR  
OFFICER AND ONE SENIOR ENLISTED CACO, UP TO A TOTAL OF 10 CACOS.  
SUBSTITUTION OF JUNIOR OFFICERS AND CHIEF PETTY OFFICERS AS  
APPROPRIATE FOR THE MIX OF PERSONNEL ASSIGNED IS ACCEPTABLE.

2. THIS ADVISORY SERVES AS A MODIFICATION TO REF B. COMMANDS UNDER  
COMNAVREG MIDLANT AREA OF RESPONSIBILITY FOR CASUALTY ASSISTANCE  
CALLS PROGRAM SHALL TAKE ACTION TO IDENTIFY AND TRAIN THE REQUIRED  
NUMBER OF CACOS.//

BT

NNNN

RTD:000-000/COPIES:



DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:

COMNAVREGMIDLANT  
INST 1771.1R CH-1  
N101

.01 JUL 1999

COMNAVREG MIDLANT INSTRUCTION 1771.1R CHANGE TRANSMITTAL 1

Subj: CASUALTY ASSISTANCE CALLS AND FUNERAL HONORS SUPPORT  
PROGRAM (CAC/FHS)

1. Purpose. To publish Change One to the basic instruction.

3. Action

a. Make the following pen and ink changes:

(1) Page 1 of basic instruction, change reference (c) to read: Casualty Assistance Calls Officer Handbook (NAVPERS 15607C).

(2) Page 1 of basic instruction, change reference (f) to read: Navy Military Funerals (NAVPERS 15555C).

(3) Page 1 of basic instruction, paragraph 2 line 1, change 1771.1P to 1771.1Q.

(4) Page 3 of basic instruction, last paragraph line 4, change pager number to read: 757-860-8731.

(5) Page 3 of basic instruction, page 3 of enclosure (1), and page 1 of enclosure (2), change header to read: COMNAVREGMIDLANT 1771.1R.

  
W. L. DILLINGER  
Chief of Staff

Distribution:  
Same as basic instruction



# DEPARTMENT OF THE NAVY

COMMANDER  
NAVY REGION, MID-ATLANTIC  
6506 HAMPTON BLVD.  
NORFOLK, VA 23508-1273

IN REPLY REFER TO:  
COMNAVREGMIDLANT  
INST 1771.1R  
N101

**24 MAY 1999**

## COMNAVREG MIDLANT INSTRUCTION 1771.1R

Subj: CASUALTY ASSISTANCE CALLS AND FUNERAL HONORS SUPPORT PROGRAM (CAC/FHS)

Ref: (a) OPNAVINST 1770.1  
(b) BUPERSINST 1770.3  
(c) Casualty Assistance Calls Officer Handbook (NAVPERS 15607A)  
(d) BUMEDINST 5360.1  
(e) MILPERSMAN 1770-010 through 1770-230  
(f) Navy Military Funerals (NAVPERS 15555B)  
(g) NTP 3(I)

Encl: (1) Casualty Assistance Calls Program  
(2) Funeral Honors Support Program  
(3) Procedure for CACP Action for Hampton Roads Area Activity and list of Participating Hampton Roads Area Activities  
(4) Participating Activities Areas of Responsibility for Casualty Assistance Calls/Funeral Honors Support Programs in 5-State Region (outside Hampton Roads Area)  
(5) NAVPERS 1770/7  
(6) Direct Deposit form  
(7) Funeral Honors Data Collection Sheet

1. Purpose. To outline policies for administering the Casualty Assistance Calls and Funeral Honors Support Program within Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) area of responsibility as designated by reference (a). This revision includes guidelines for assignment of Casualty Assistance Calls Officers (CACOs), revises certain areas of responsibility for participating activities, establishes training schedules, clarifies procedures for submission of travel claims for expenses incurred while performing CACO/FHS duties, clarifies scope of responsibility for Naval Air Station/Joint Reserve Base, Willow Grove sub-area coordinator, establishes policy, reporting requirements, and areas of responsibilities for the Mid-Atlantic Region Casualty Assistance Calls/Funeral Honors Support Programs.

2. Cancellation. COMNAVBASENORVAINST 1771.1P. Due to numerous changes instruction should be read in its entirety.

3. Background. The Navy's CAC/FHS Program was initiated by the Commander, Navy Personnel Command (COMNAVPERSCOM) to provide personal notification and/or necessary assistance (within practical limitations) to the Primary Next of Kin (PNOK) and/or the Secondary Next of Kin (SNOK) of those Navy personnel who become a casualty while on active duty or active duty for training. The program also provides for personal notification and/or necessary assistance to specific former Naval personnel, certain dependents, and members of other armed forces serving with or attached to U.S. Navy commands.

#### 4. Policy

a. The Casualty Assistance Calls Program (CACP) assists and guides the families of our Sailors upon whom tragic circumstances have fallen. Regardless of the circumstances of the casualty, our response and assistance to these families will be handled with priority and the utmost understanding and sensitivity. Commanders at all levels will respond to the program's intended spirit and humanistic guidelines to ensure that every reasonable

**24 MAY 1999**

effort is made to help these families. Enclosure (1) provides specific guidance.

b. The Funeral Honors Support Program (FHSP) recognizes and commemorates the honorable service to our nation of deceased Naval and former Naval personnel. The practice of rendering funeral honors is considered by our nation to be a solemn and sacred obligation. Commanders at all levels will endeavor to respond to requests for military funeral honors with priority, sensitivity and the unwritten spirit of honor to one of our own. Every effort should be made to provide honors to the fullest extent possible. Enclosure (2) provides specific guidance.

5. Scope. By reference (a), COMNAVREG MIDLANT is assigned as the Casualty Assistance Calls/Funeral Honors Support Program Coordinator for the states of Virginia, West Virginia, Pennsylvania and Delaware as well as certain counties in North Carolina, Kentucky, and Maryland. Enclosure (3) depicts the list of participating COMNAVREG MIDLANT subordinate activities for regional CACOs within the Hampton Roads area. Enclosure (4) depicts counties and responsible activities outside the Hampton Roads area for the 5-state region.

6. Training. All commands are encouraged to ensure, at a minimum, personnel assigned as their CACO(s) attend at least one formal training session. COMNAVREG MIDLANT conducts training in Norfolk once a month, January through December. To obtain quotas call the Regional Coordinator at 322-2817/2818 two months prior to requested training. Training for the states of Pennsylvania and Delaware will be scheduled by COMNAVREG MIDLANT Regional Coordinator.

7. Naval Disasters or Accidents (Death/Injury) to more than 15 Personnel

a. When there are numerous assignments to be made for personal notifications/CACOs in Hampton Roads area, the alphabetical rotation responsibility, as listed in enclosure (3), is suspended. To avoid any one activity being overloaded, the COMNAVREG MIDLANT Regional Casualty Assistance Calls Coordinator will disperse assignments among the listed participating activities and appropriate type commanders on an equitable basis.

b. Generally, when an incident of this nature occurs, COMNAVPERSCOM (PERS 621) will alert the appropriate program coordinators. The Coordinator will immediately alert all activities and levy requirements for CACOs and chaplains to be placed in an immediate stand-by status, pending receipt of names and addresses of personnel and their next of kin.

8. Action. Activities listed in enclosures (3) and (4) are to provide an information sheet for the management of the CAC/FHS programs within COMNAVREG MIDLANT area of responsibility. Information sheets should be forwarded annually or as changes occur to Commander, Navy Region, Mid-Atlantic (N101), 6506 Hampton Blvd., Norfolk, VA 23508-1273, upon receipt of this instruction, and on every 31 January in the following format:

a. Rank/rate and full name of activity's Commanding Officer, Command CACO Coordinator and alternate CACO Coordinator.

b. Command CACO Coordinator's office, pager, home and fax phone numbers.

c. List of CACOs on CACO watchbill, office, pager, home and fax number, projected rotation date (PRD) or expiration of active obligated service (EAOS).

d. The number of officers on board, less chaplains, with two or more years of service.

e. The number of senior enlisted (E7 or above) on board.

**24 MAY 1999**

- f. Command's duty phone number and fax machine phone number for the command.
- g. The Plain Language Address (PLA) for message traffic.
- h. The number of chaplains assigned to the command and their religious affiliation.
- i. The command's ability to furnish full or partial military funeral honors. *(Not applicable for Hampton Roads area activities)*

Questions can be directed to the Regional Coordinator, Casualty Assistance Calls/Funeral Honors Support Program at 757-322-2817 or DSN 262-2817 during normal business hours (0700-1600). Requests for immediate assistance after-hours should be directed to the Base Duty Officer at pager 757-260-8731.

  
W. L. DILLINGER  
Chief of Staff

Distribution: (COMNAVBASENORVA/SOPA(ADMIN)HAMPINST 5216.2X)  
List I (L B4, B5, B6, L1, P1-16, O2, O4)  
List II (L 6-10, 12-13)  
List IV (L C3,T1)  
List V  
List VI  
List VIII

Copy to:  
COMNAVPERSCOM (PERS-621)  
BUMED (MED-332)  
COMNAVREG SE  
COMNAVREG SW  
COMNAVRESFOR  
COMNAVREG NW  
COMNEREG

NAVHOSP Great Lakes  
NAVMEDCLINIC Annapolis  
NAVHOSP Patuxent River  
NAVMEDCLINIC Quantico  
COMNAVDIST Washington  
MILMEDSUPPOFF Great Lakes  
NAVMEDCEN Portsmouth (DAO)

(1000 copies)

Stocked by: COMNAVREG MIDLANT (N103)

**24 MAY 1990****CASUALTY ASSISTANCE CALLS PROGRAM**

1. Background. In all cases of death, missing, or Duty Status Whereabouts Unknown (DUSTWUN) status a Casualty Assistance Calls Officer (CACO) will be designated to assist the PNOK and/or SNOK as prescribed in references (b), (c), and (e). Responsibility for assignment of CACO is listed in paragraph 2c below. General guidelines for notification are as follows:

a. CACO proceeds in government vehicle in the company of another service member, preferably a chaplain.

b. CACO calls are made between the hours of 0600 and 2400.

c. Uniform for notification visit is Service Dress Blue or Summer White.

2. Procedure

a. Assignment of potential CACOs:

(1) Commands at all levels will assign at least one commissioned officer, with no less than two years active duty, not of the Chaplain Corps, and one senior enlisted (E-7 and above) as their command CACOs. Utilization of duty office personnel is not authorized.

(2) Commands at all levels should ensure individuals assigned CACO duties are familiar with references (b) through (f) and this instruction prior to making contact with the PNOK and/or SNOK.

b. Reporting of a casualty. Reference (e) contains definitions, requirements, and procedures for initiating a Personnel Casualty Report. The Personnel Casualty Report will be submitted via Immediate message, per reference (g), by the Commanding Officer of the member who is a casualty, info COMNAVREG MIDLANT (N101) as Regional Coordinator. If a member becomes a casualty while away from their command, the Naval activity first apprised of the circumstances shall initiate the Personnel Casualty Report. That command should complete sections ALFA through HOTEL and request the member's command complete the report. In cases where the member's command is unknown, include a statement which requests COMNAVPERSCOM notify the member's command to complete the report.

c. Assignment of CACOs for PNOK/SNOK:

(1) If the casualty is a member of a ship or an aviation activity in port within the Hampton Roads area and the next of kin resides within a 50-mile radius, the CACP responsibility lies with the member's command. In the case of a deployed unit, the type commander will designate a subordinate command to assume responsibility for the next of kin residing locally.

(2) If the next of kin resides within the COMNAVREG MIDLANT area of responsibility in Hampton Roads but there is no parent command in the area, the Regional Coordinator will determine activity responsibility for CACP action using enclosure (3).

(3) If the next of kin resides within the COMNAVREG MIDLANT area of responsibility but beyond the immediate vicinity of the member's command, the Regional Coordinator will determine activity responsibility for notification of PNOK/SNOK using enclosure (4). Enclosure (4) lists commands in the COMNAVREG MIDLANT area of responsibility and associated geographical areas of responsibility.

(4) If the next of kin resides outside the COMNAVREG MIDLANT area of responsibility, the Regional Coordinator will contact the appropriate coordinator for that area.

Enclosure (1)

**24 MAY 1999**

(5) When a ship or an aviation squadron is deploying prior to completion of CACO duties, the Commanding Officer will ensure the case is referred to the appropriate type commander for reassignment of CACO.

d. While COMNAVREG MIDLANT retains responsibility for implementation of the CACP Program within the Mid-Atlantic area, Commanding Officer, Naval Air Station/Joint Reserve Base (NAS/JRB), Willow Grove, PA is hereby established as a Sub-Area Coordinator for the Philadelphia, PA area and the counties of Bucks, Chester, Delaware and Montgomery. As such, COMNAVREG MIDLANT will assign Casualty Assistance Calls Program responsibilities for the next of kin of deceased/missing/DUSTWUN members that reside within NAS/JRB Willow Grove's sub-area. To that end, NAS/JRB Willow Grove will:

(1) ensure the program is effectively managed and executed within their sub-area of responsibility.

(2) assign and/or reassign CACOs from shore commands within their sub-area of responsibility, when directed by COMNAVREG MIDLANT.

(3) ensure that COMNAVREG MIDLANT is notified in a timely manner of all CACO assignments, next of kin (NOK) notifications, and any information pertinent to the program's operation in their area of responsibility.

(4) implement a Mass Casualty Plan, when necessary.

e. Assignment of Standby CACO. Article 1770-160 of reference (e) directs assignment of Standby CACO for all active duty members when any of the following conditions exist:

(1) Member is placed on the very seriously ill/seriously injured list.

(2) Member is in imminent danger or loss of life as defined by reference (e), Article 1770-080.

(3) Member is hospitalized overseas from next of kin.

Assignment of Standby CACOs will be at the direction of COMNAVPERSCOM (PERS 621).

f. Courtesy CACO Assignments. Courtesy CACOs will be assigned as deemed necessary. These assignments will be made to assist the PNOK and/or SNOK of:

(1) individuals seriously or very seriously ill/injured within CONUS for whom medical authorities have stated that the PNOK and/or SNOK presence is medically warranted. The Courtesy CACO's function will be to assist NOK with reimbursement for travel.

(2) individuals who are on the Temporary Disability Retirement List (TDRL) and die within 120 days of TDRL status. The Courtesy CACO's function will be to assist NOK obtain certain benefits, as instructed by PERS-621 via the Regional Coordinator.

(3) when requested by PERS 621.

### 3. Reporting Requirements

a. The Casualty Assistance Calls Program Report (NAVPERS 1770/7), enclosure (5), will be submitted by the CACO to COMNAVPERSCOMCOM (PERS 621) via COMNAVREG MIDLANT (N101).

(1) An Initial report will be forwarded to COMNAVREG MIDLANT (N101) immediately following the PNOK's and/or SNOK's application for all claims and benefits.

**24 MAY 1999**

(2) A Final report will be submitted to COMNAVREG MIDLANT (N101) immediately following notification from PNOK/SNOK that all benefits have been received, or when the PNOK/SNOK advise the CACO their services are no longer required. COMNAVREG MIDLANT (N101) will endorse NAVPERS 1770/7 and forward to PERS 621.

4. CACO Reimbursement of Travel Expenses. Travel expenses for CACOs performing official duties in support of the CAC/FHS Program will be reimbursed from COMNAVREG MIDLANT funds. For local area expenses, submit SF 1164 together with enclosure (7) (Direct Deposit form) to COMNAVREG MIDLANT (N101). Original receipts should be taped on an 8-1/2 X 11 sheet of paper.

5. Notification of Next of Kin of Seriously Ill/Injured Personnel. Notification of both the primary and secondary next of kin of personnel who become seriously ill/injured will be made by the most expedient means available (usually by telephone). Responsibility for notification depends upon the location of hospitalization of the service member as shown below:

HOSPITALIZED INRESPONSIBILITY FOR NOTIFICATION

Naval Medical Treatment  
Facility in CONUS

Commanding Officer, Naval Medical Center

Non-Naval Hospital in CONUS

Parent command/command holding service  
record. (If request impractical,  
COMNAVPERSCOM will notify)

Deployed or at sea command

COMNAVPERSCOM

Naval or Non-Naval Hospital  
Overseas, or CONUS as a result  
of a Naval disaster/accident

COMNAVPERSCOM

**24 MAY 1999****FUNERAL HONORS SUPPORT PROGRAM**

1. Policy. Provide maximum funeral honors commensurate with available assets as defined by reference (f). Requests for funeral honors for deceased active duty and retired personnel will not be turned down until all possible resources have been exhausted.

2. Procedures

a. Within the Hampton Roads area: COMNAVREG MIDLANT maintains three full ceremonial guards. Requests for funeral honors should be directed to the Regional Coordinator at (757) 322-2817/2818 or DSN 262-2817/2818.

b. In other areas of the COMNAVREG MIDLANT area of responsibility:

(1) When a deceased active duty service member is interned within the COMNAVREG MIDLANT area of responsibility, one of the COMNAVREG MIDLANT Honor Guard teams will perform the Funeral Honors. The assigned CACO will make the arrangements with Regional Coordinator, Casualty Assistance Calls/Funeral Honors Support Programs.

(2) In cases where no CACO is assigned (i.e., Retired, Fleet Reserve, Veteran) Funeral Directors will contact the Regional Coordinator, Casualty Assistance Calls/Funeral Honors Support Programs to request funeral honors. The Regional Coordinator will pass the request to the appropriate activity for rendering of honors.

(3) The naval activity tasked to provide military honors will confirm the details of the funeral with the funeral director indicated on the Funeral Honors Request Sheet and call the Regional Coordinator's office (757) 322-2818 or 322-2817 to confirm verification with the funeral director. Upon rendition of honors, the responsible activity will complete enclosure (7) and fax to the Regional Coordinators office within 24 hours of completion at (757) 444-2767.

(4) When Funeral Honors are not rendered as tasked, the Commanding Officer shall immediately notify COMNAVREG MIDLANT N101 by telephone at 757-322-2817 of the circumstances which prevented compliance with tasking. A letter must follow up within 24 hours reiterating the circumstances leading to non compliance which should be mailed to Commander, Navy Region, Mid-Atlantic, 6506 Hampton Blvd., Norfolk, VA 23508-1273, or faxed to 757-444-2767.

c. Reference (f) states eligibility requirements and sets the standards all commands will observe when rendering Naval Military Funeral Honors.

3. Reimbursable expenses. Personal expenses incurred in connection with rendering Naval Military Funeral Honors will be reimbursed by COMNAVREG MIDLANT in accordance with the following information.

a. Reimbursable expenses include POV mileage, tolls, and private residence telephone calls.

b. Reimbursable expenses will be claimed using SF 1164.

Enclosure (2)

COMNAVREGMIDLANTINST 1771.1R

**24 MAY 1999**

4. Religious Service for Funerals. In the Hampton Roads area, COMNAVREG MIDLANT Regional Chaplain will coordinate the provision of Navy chaplains for funerals of deceased active duty personnel.

a. A monthly watch bill is established and coordinated with senior and command chaplains in the Hampton Roads area.

b. Requests for Hampton Roads area chaplains to provide funeral services will be directed during working hours to the COMNAVREG MIDLANT Regional Chaplain at 322-2980.

**24 MAY 1999****PROCEDURE FOR CACP ACTION FOR HAMPTON ROADS AREA ACTIVITIES**

1. Participating Activities in Hampton Roads shall institute a CACO Watchbill within their activity, identify a Command CACO Coordinator, and a point of contact for after-hours CACO assignment.

2. Activity will initiate personnel casualty report and provide CACP action for next-of-kin that reside in Hampton Roads area for members of their own activity that have become a casualty.

3. In addition to providing a CACO when command suffers a casualty, CACP responsibility will be rotated amongst Hampton Roads activities when a casualty occurs where there is no parent command in Hampton Roads and either PNOK and SNOK reside in Hampton Roads, and during mass casualties. Responsibility may include but is not limited to the following actions:

- a. Initiate the Personnel Casualty Report.
- b. Assign a CACO to assist the next-of-kin.
- c. Coordinate the services of a Chaplain for accompanying CACO for the Notification visit.
- d. Assign a Stand-by CACO when requested by COMNAVPERSCOM via the Regional Coordinator (death imminent cases).
- e. Assign a Courtesy CACO when requested by COMNAVPERSCOM via the Regional Coordinator (Very Seriously Ill/Injured cases)

3. Assignment of CACO will be on a rotational basis, in alphabetical order, as shown below:

**PARTICIPATING HAMPTON ROADS AREA ACTIVITIES**

1. AIR OPERATIONS PM (NAVAL AIR STATION, OCEANA)
2. FACILITIES PM (NAVY PUBLIC WORKS CENTER)
3. INFORMATION TECHNOLOGY PM (NCTAMS LANT)
4. NAVMEDCEN PORTSMOUTH
5. NAVSHIPYD NORFOLK
6. ORDNANCE PM (LANTORDCOM)
7. PORT OPS PM (NAVSTA NORFOLK)
8. PUBLIC SAFETY PM (NAVPHIBASE LITTLE CREEK)
9. SUPPLY AND LOGISTICS PM (FISC NORFOLK)
10. SUPPORT SERVICES PM (LANTFLT HEDSUPPACT)

The following activities will provide CACOs for their own communities when their units are deployed:

**24 MAY 1999**

1. COMSUBLANT
2. COMSURFLANT
3. COMNAVAIRLANT
4. COMFITWINGLANT
5. COMAEWWINGLANT

NAS Keflavik, Iceland will support CACO responsibilities in Iceland.

**24 MAY 1999****AREAS OF RESPONSIBILITY FOR CASUALTY ASSISTANCE CALLS/FUNERAL HONORS SUPPORT PROGRAMS****NORTH CAROLINA COUNTIES**

CAMDEN	COMNAVREG MIDLANT *
CHOWAN	COMNAVREG MIDLANT *
CURRITUCK	COMNAVREG MIDLANT *
DARE	COMNAVREG MIDLANT *
GATES	COMNAVREG MIDLANT *
PASQUOTANK	COMNAVREG MIDLANT *
PERQUIMANS	COMNAVREG MIDLANT *
TYRRELL	COMNAVREG MIDLANT *
WASHINGTON	COMNAVREG MIDLANT *

**MARYLAND COUNTIES**

DORCHESTER	NAVDIST WASHINGTON
SOMERSET	COMNAVREG MIDLANT *
WICOMICO	COMNAVREG MIDLANT *
WORCESTER	COMNAVREG MIDLANT *
GARRETT	NAVMARCORESCEN PITTSBURGH PA

**DELAWARE**

KENT	NAVMARCORESCEN WILMINGTON DE
NEW CASTLE	NAVMARCORESCEN WILMINGTON DE
SUSSEX	NAVMARCORESCEN WILMINGTON DE

**KENTUCKY**

BOYD	NAVRESCEN HUNTINGTON WV
CARTER	NAVRESCEN HUNTINGTON WV
FLOYD	NAVRESCEN HUNTINGTON WV
GREENUP	NAVRESCEN HUNTINGTON WV
HARLAN	NAVRESCEN HUNTINGTON WV

Enclosure (4)

**24 MAY 1999**

KNOTT

NAVRESCEN HUNTINGTON WV

LAWRENCE

NAVRESCEN HUNTINGTON WV

LETCHER

NAVRESCEN HUNTINGTON WV

LEWIS

NAVRESCEN HUNTINGTON WV

MAGOFFIN

NAVRESCEN HUNTINGTON WV

MARTIN

NAVRESCEN HUNTINGTON WV

MORGAN

NAVRESCEN HUNTINGTON WV

PIKE

NAVRESCEN HUNTINGTON WV

ROWAN

NAVRESCEN HUNTINGTON WV

- \* Funeral Honors will be performed by COMNAVREG MIDLANT Ceremonial Guard.  
Casualty Assistance Calls will be performed in accordance with enclosure (3)

**24 MAY 1999****VIRGINIA COUNTIES**

ACCOMACK	COMNAVREG MIDLANT *
ALBEMARLE	NROTC UVA CHARLOTTESVILLE VA
AMELIA	NAVMARCORESCEN RICHMOND VA
ALLEGHANY	NROTC VMI LEXINGTON VA
AMHERST	NAVMARCORESCEN ROANOKE VA
APPOMATTOX	NAVMARCORESCEN ROANOKE VA
ARLINGTON	COMNAVDIST WASHINGTON DC
AUGUSTA	NROTC VMI LEXINGTON VA
BATH	NROTC VMI LEXINGTON VA
<u>BEDFORD</u>	NAVMARCORESCEN ROANOKE VA
BLAND	NAVMARCORESCEN ROANOKE VA
BOTETOURT	NROTC VMI LEXINGTON VA
<u>BRISTOL</u>	NAVMARCORESCEN ROANOKE VA
BRUNSWICK	NAVMARCORESCEN RICHMOND VA
BUCHANAN	NAVMARCORESCEN ROANOKE VA
BUCKINGHAM	NAVMARCORESCEN RICHMOND VA
<u>BUENA VISTA</u>	NROTC VMI LEXINGTON VA
CAMPBELL	NAVMARCORESCEN ROANOKE VA
CAROLINE	NAVMARCORESCEN RICHMOND VA
CARROLL	NAVMARCORESCEN ROANOKE VA
CHARLES CITY	NAVMARCORESCEN RICHMOND VA
CHARLOTTE	NAVMARCORESCEN RICHMOND VA
<u>CHARLOTTESVILLE</u>	NROTC UVA CHARLOTTESVILLE VA
<u>CHESAPEAKE</u>	COMNAVREG MIDLANT *
CHESTERFIELD	NAVMARCORESCEN RICHMOND VA
CLARKE	COMNAVDIST WASHINGTON DC
<u>CLIFTON FORGE</u>	NROTC VMI LEXINGTON VA
<u>COLONIAL HEIGHTS</u>	NAVMARCORESCEN RICHMOND VA
<u>COVINGTON</u>	NROTC VMI LEXINGTON VA
CRAIG	NAVMARCORESCEN ROANOKE VA

24 MAY 1999

CULPEPER	NROTC UVA CHARLOTTESVILLE VA
CUMBERLAND	NAVMARCORESCEN RICHMOND VA
<u>DANVILLE</u>	NAVMARCORESCEN ROANOKE VA
DICKENSON	NAVMARCORESCEN ROANOKE VA
DINWIDDIE	NAVMARCORESCEN RICHMOND VA
<u>EMPORIA</u>	COMNAVREG MIDLANT *
ESSEX	NAMARCORESCEN RICHMOND VA
FAIRFAX	COMNAVDIST WASHINGTON DC
FAUQUIER	COMNAVDIST WASHINGTON DC
FLOYD	NAVMARCORESCEN ROANOKE VA
FLUVANNA	NROTC UVA CHARLOTTESVILLE VA
<u>FRANKLIN</u>	COMNAVREG MIDLANT *
FRANKLIN	NAVMARCORESCEN ROANOKE VA
FREDERICK	COMNAVDIST WASHINGTON DC
<u>FREDERICKSBURG</u>	NAVMARCORESCEN RICHMOND VA
GALAX	NAVMARCORESCEN ROANOKE VA
GILES	NAVMARCORESCEN ROANOKE VA
GLOUCESTER	COMNAVREG MIDLANT *
GOOCHLAND	NAVMARCORESCEN RICHMOND VA
GRAYSON	NAVMARCORESCEN ROANOKE VA
GREENE	NROTC UVA CHARLOTTESVILLE VA
GREENSVILLE	COMNAVREG MIDLANT *
HALIFAX	NAVMARCORESCEN ROANOKE VA
<u>HAMPTON</u>	COMNAVREG MIDLANT *
HANOVER	NAVMARCORESCEN RICHMOND VA
<u>HARRISONBURG</u>	NROTC VMI LEXINGTON VA
HENRICO	NAVMARCORESCEN RICHMOND VA
HENRY	NAVMARCORESCEN ROANOKE VA
HIGHLAND	NROTC VMI LEXINGTON VA (for CACO) NAVSECGRUACT SUGAR GROVE (for honors)
<u>HOPEWELL</u>	NAVMARCORESCEN RICHMOND VA

**24 MAY 1999**

ISLE OF WIGHT	COMNAVREG MIDLANT *
JAMES CITY	COMNAVREG MIDLANT *
KING AND QUEEN	NAVMARCORESCEN RICHMOND VA
KING GEORGE	COMNAVDIST WASHINGTON DC
KING WILLIAM	NAVMARCORESCEN RICHMOND VA
LANCASTER	COMNAVREG MIDLANT *
LEE	NAVMARCORESCEN ROANOKE VA
<u>LEXINGTON</u>	NROTC VMI LEXINGTON VA
LOUDOUN	COMNAVDIST WASHINGTON DC
LOUISA	NAVMARCORESCEN RICHMOND VA
LUNENBURG	NAVMARCORESCEN RICHMOND VA
<u>LYNCHBURG</u>	NAVMARCORESCEN ROANOKE VA
MADISON	NROTC UVA CHARLOTTESVILLE VA
<u>MARTINSVILLE</u>	NAVMARCORESCEN ROANOKE VA
MATHEWS	COMNAVREG MIDLANT *
MECKLENBURG	NAVMARCORESCEN RICHMOND VA
MIDDLESEX	COMNAVREG MIDLANT *
MONTGOMERY	NAVMARCORESCEN ROANOKE VA
<u>NEWPORT NEWS</u>	COMNAVREG MIDLANT *
NELSON	NROTC UVA CHARLOTTESVILLE VA
NEW KENT	NAVMARCORESCEN RICHMOND VA
<u>NORFOLK</u>	COMNAVREG MIDLANT *
NORTHAMPTON	COMNAVREG MIDLANT *
NORTHUMBERLAND	COMNAVREG MIDLANT *
<u>NORTON</u>	NAVMARCORESCEN ROANOKE VA
NOTTOWAY	NAVMARCORESCEN RICHMOND VA
ORANGE	NROTC UVA CHARLOTTESVILLE VA
PAGE	NROTC VMI LEXINGTON VA
PATRICK	NAVMARCORESCEN ROANOKE VA
<u>PETERSBURG</u>	NAVMARCORESCEN RICHMOND VA

24 MAY 1999

PITTSYLVANIA

PORTSMOUTH

POWHATAN

PRINCE EDWARD

PRINCE GEORGE

PRINCE WILLIAM

PULASKI

RADFORD

RAPPAHANNOCK

RICHMOND

RICHMOND

ROANOKE

ROANOKE

ROCKBRIDGE

ROCKINGHAM

RUSSELL

SALEM

SCOTT

SHENANDOAH

SMYTH

SOUTH BOSTON

SOUTHAMPTON

SPOTSYLVANIA

STAFFORD

STAUNTONSUFFOLK

SURRY

SUSSEX

TAZEWELL

VIRGINIA BEACH

NAVMARCORESCEN ROANOKE VA

COMNAVREG MIDLANT \*

NAVMARCORESCEN RICHMOND VA

NAVMARCORESCEN RICHMOND VA

NAVMARCORESCEN RICHMOND VA

COMNAVDIST WASHINGTON DC

NAVMARCORESCEN ROANOKE VA

NAVMARCORESCEN ROANOKE VA

NROTC UVA CHARLOTTESVILLE VA

NAVMARCORESCEN RICHMOND VA

NAVMARCORESCEN RICHMOND VA

NAVMARCORESCEN ROANOKE VA

NAVMARCORESCEN ROANOKE VA

NROTC VMI LEXINGTON VA

NROTC VMI LEXINGTON VA (for CACO)  
NAVSECGRUACT SUGAR GROVE (for honors)

NAVMARCORESCEN ROANOKE VA

NAVMARCORESCEN ROANOKE VA

NAVMARCORESCEN ROANOKE VA

NROTC VMI LEXINGTON VA (for CACO)  
NAVSECGRUACT SUGAR GROVE (for honors)

NAVMARCORESCEN ROANOKE VA

NAVMARCORESCEN ROANOKE VA

COMNAVREG MIDLANT \*

NAVMARCORESCEN RICHMOND VA

COMNAVDIST WASHINGTON DC

NROTC VMI LEXINGTON VA

COMNAVREG MIDLANT \*

COMNAVREG MIDLANT \*

COMNAVREG MIDLANT \*

NAVMARCORESCEN ROANOKE VA

COMNAVREG MIDLANT \*

**24 MAY 1999**

WARREN

NAVDIST WASHINGTON DC

WASHINGTON

NAVMARCORESCEN ROANOKE VA

WAYNESBORO

NROTC VMI LEXINGTON VA

WESTMORELAND

NAVDIST WASHINGTON DC

WILLIAMSBURG

COMNAVREG MIDLANT \*

WINCHESTER

COMNAVDIST WASHINGTON DC

WISE

NAVMARCORESCEN ROANOKE VA

WYTHE

NAVMARCORESCEN ROANOKE VA

YORK

COMNAVREG MIDLANT \*

- \* Funeral Honors will be performed by COMNAVREG MIDLANT Ceremonial Guard.  
Casualty Assistance Calls will be performed in accordance with enclosure (3).

24 MAY 1999

## WEST VIRGINIA COUNTIES

BARBOUR	NAVSECGRUDET SUGAR GROVE WV
BERKELEY	COMNAVDIST WASHINGTON DC
BOONE	NAVRESCEN CHARLESTON WV
BRAXTON	NAVRESCEN CHARLESTON WV
BROOKE	NAVMARCORESCEN PITTSBURGH PA
CABELL	NAVRESCEN HUNTINGTON WV
CALHOUN	NAVRESCEN CHARLESTON WV
CLAY	NAVRESCEN CHARLESTON WV
DODDRIDGE	NAVMARCORESCEN PITTSBURGH PA
FAYETTE	NAVRESCEN CHARLESTON WV
GILMER	NAVRESCEN CHARLESTON WV
GRANT	NAVSECGRUDET SUGAR GROVE WV
GREENBRIER	NAVRESCEN CHARLESTON WV
HAMPSHIRE	NAVSECGRUDET SUGAR GROVE WV
HANCOCK	NAVMARCORESCEN PITTSBURGH PA
HARDY	NAVSECGRUDET SUGAR GROVE WV
HARRISON	NAVMARCORESCEN PITTSBURGH PA
JACKSON	NAVRESCEN CHARLESTON WV
JEFFERSON	COMNAVDIST WASHINGTON
KANAWHA	NAVRESCEN CHARLESTON WV
LEWIS	NAVRESCEN CHARLESTON WV
LINCOLN	NAVRESCEN HUNTINGTON WV
LOGAN	NAVRESCEN HUNTINGTON WV
MARION	NAVMARCORESCEN PITTSBURGH PA
MARSHALL	NAVMARCORESCEN PITTSBURGH PA
MASON	NAVRESCEN HUNTINGTON WV
McDOWELL	NAVRESCEN CHARLESTON WV
MERCER	NAVRESCEN CHARLESTON WV
MINERAL	COMNAVDIST WASHINGTON DC

**24 MAY 1999**

MINGO	NAVRESCEN HUNTINGTON WV
MONONGALIA	NAVMARCORESCEN PITTSBURGH PA
MONROE	NAVRESCEN CHARLESTON WV
MORGAN	COMNAVDIST WASHINGTON DC
NICHOLAS	NAVRESCEN CHARLESTON WV
OHIO	NAVMARCORESCEN PITTSBURGH PA
PENDLETON	NAVSECGRUDET SUGAR GROVE WV
PLEASANTS	NAVMARCORESCEN PITTSBURGH PA
POCAHONTAS	NAVSECGRUDET SUGAR GROVE WV
PRESTON	NAVMARCORESCEN PITTSBURGH PA
PUTNAM	NAVRESCEN HUNTINGTON WV
RALEIGH	NAVRESCEN CHARLESTON WV
RANDOLPH	NAVSECGRUDET SUGAR GROVE WV
RITCHIE	NAVRESCEN CHARLESTON WV
ROANE	NAVRESCEN CHARLESTON WV
SUMMERS	NAVRESCEN CHARLESTON WV
TAYLOR	NAVMARCORESCEN PITTSBURGH PA
TUCKER	NAVSECGRUDET SUGAR GROVE WV
TYLER	NAVMARCORESCEN PITTSBURGH PA
UPSHUR	NAVRESCEN CHARLESTON WV
WAYNE	NAVRESCEN HUNTINGTON WV
WEBSTER	NAVRESCEN CHARLESTON WV
WETZEL	NAVMARCORESCEN PITTSBURGH PA
WIRT	NAVRESCEN CHARLESTON WV
WOOD	NAVRESCEN CHARLESTON WV
WYOMING	NAVRESCEN CHARLESTON WV

**24 MAY 1999****PENNSYLVANIA COUNTIES**

ADAMS	NAVICP MECHANICSBURG (for CACO) NAVMARCORESCEN HARRISBURG (for Honors)
ALLEGHENY	*
ARMSTRONG	*
BEAVER	*
BEDFORD	NAVMARCORESCEN EBENSBURG PA
BERKS	NAVMARCORESCEN READING PA
BLAIR	NAVMARCORESCEN EBENSBURG PA
BRADFORD	NAVRESCEN AVOCA PA
BUCKS	♦♦
BUTLER	*
CAMBRIA	NAVMARCORESCEN PITTSBURGH PA
CAMERON	NROTC PENN STATE PA
CARBON	NAVRESCEN AVOCA PA
CENTRE	NROTC PENN STATE PA
CHESTER	♦♦
CLARION	*
CLEARFIELD	NROTC PENN STATE PA
CLINTON	NROTC PENN STATE PA
COLUMBIA	NAVRESCEN AVOCA PA
CRAWFORD	NAVMARCORESCEN ERIE PA
CUMBERLAND	NAVICP MECHANICSBURG PA (for CACO) NAVMARCORESCEN HARRISBURG PA (for Honors)
DAUPHIN	NAVICP MECHANICSBURG PA (for CACO) NAVMARCORESCEN HARRISBURG PA (for Honors)
DELAWARE	♦♦♦
ELK	NAVMARCORESCEN ERIE PA
ERIE	NAVMARCORESCEN ERIE PA
FAYETTER	*
FOREST	NAVMARCORESCEN ERIE PA
FRANKLIN	NAVICP MECHANICSBURG PA (for CACO)

24 MAY 1959

FRANKLIN	NAVICP MECHANICSBURG PA (for CACO) NAVMARCORESCEN HARRISBURG PA (for Honors)
FULTON	NAVMARCORESCEN PITTSBURGH PA
GREENE	NAVMARCORESCEN PITTSBURGH PA
HUNTINGDON	NAVMARCORESCEN EBENSBURG PA
INDIANA	NAVMARCORESCEN EBENSBURG PA
JEFFERSON	NAVMARCORESCEN EBENSBURG PA
JUNIATA	NAVICP MECHANICSBURG PA (for CACO) NAVMARCORESCEN HARRISBURG PA (for Honors)
LACKAWANNA	NAVRESCEN AVOCA PA
LANCASTER	NAVMARCORESCEN READING PA
LAWRENCE	*
LEBANON	NAVICP MECHANICSBURG PA (for CACO) NAVMARCORESCEN HARRISBURG PA (for Honors)
LEHIGH	NAVMARCORESCEN LEHIGH VALLEY PA
LUZERNE	NAVRESCEN AVOCA PA
LYCOMING	NROTC PENN STATE PA
MCKEAN	NAVMARCORESCEN ERIE PA
MERCER	NAVMARCORESCEN ERIE PA
MIFFLIN	NROTC PENN STATE PA
MONROE	NAVRESCEN AVOCA PA
MONTGOMERY	♦♦
MONTOUR	NAVMARCORESCEN HARRISBURG PA
NORTHAMPTON	NAVMARCORESCEN LEHIGH VALLEY PA
NORTHUMBERLAND	NAVMARCORESCEN HARRISBURG PA
PERRY	NAVICP MECHANICSBURG PA (for CACO) NAVMARCORESCEN HARRISBURG PA (for Honors)
PHILADELPHIA	♦♦
PIKE	NAVRESCEN AVOCA PA
POTTER	NROTC PENN STATE PA
SCHUYLKILL	NAVMARCORESCEN READING PA
SNYDER	NAVMARCORESCEN HARRISBURG PA

**24 MAY 1999**

SULLIVAN

NAVRESCEN AVOCA PA

SUSQUEHANNA

NAVRESCEN AVOCA PA

TIOGA

NROTC PENN STATE PA

UNION

NAVMARCORESCEN HARRISBURG PA

VENANGO

NAVMARCORESCEN ERIE PA

WARREN

NAVMARCORESCEN ERIE PA

WASHINGTON

\*

WAYNE

NAVRESCEN AVOCA PA

WESTMORELAND

\*

WYOMING

NAVRESCEN AVOCA PA

YORK

NAVICP MECHANICSBURG PA (for CACO)

NAVMARCORESCEN HARRISBURG PA (for Honors)

---

\* CACO responsibilities to rotate between NAVMARCORESCEN Pittsburgh and NROTC Carnegie Melon.

♦♦ CACO responsibilities will be rotated between all Naval commands in Philadelphia area. Sub-area Coordinator, Naval Air Station/Joint Reserve Base, Willow Grove will assign CACOs.

24 MAY 1999

**CASUALTY ASSISTANCE CALLS PROGRAM**

Report BUPERS 1770-1

To: Commander, Naval Personnel Command (NPC-621)

Via: Navy Region, Mid-Atlantic CAC/FHS Regional Coordinator

DATE:

A casualty assistance call was made and assistance rendered as indicated. The next of kin was requested to advise or contact me or my successor on any matter wherein difficulty is encountered and to advise when all payments for claims, benefits or rights are received. BUPERS and the cognizant CACO coordinator will be advised when the case is closed. List an asterisk (\*) beside any item to indicate the placement of comments in the Remarks Section.

NAME OF DECEASED	RANK/RATE	SSN	DATE OF DEATH
NAME, ADDRESS AND RELATIONSHIP OF PERSON BEING ASSISTED			DATE BUPERS BENEFITS LETTER RECEIVED
DATE/TIME OF PERSONAL NOTIFICATION			DATE LETTER OF CIRCUMSTANCES RECEIVED

CACP MANUAL REFERENCE	SUBJECT	ACTIONS (AS APPROPRIATE)		
		DATE APPLIED FOR	DATE RECEIVED	N/A
ANNEX E	REPORT OF CASUALTY (DD FORM 1300) (furnished to next of kin and other agencies)			
CHAP IX	DEPENDENTS ALLOTMENTS AND ALLOWANCES			

**CLAIMS AND APPLICATIONS SUBMITTED**

CHAP V	BURIAL ENTITLEMENTS: A. NAVY B. SOCIAL SECURITY ADMINISTRATION			
CHAP VI	DEATH GRATUITY			
CHAP VI	UNPAID COMPENSATION (Unpaid Pay and Allowances)			
CHAP VI	SURVIVOR BENEFIT PLAN ANNUITY (Applicable to members with over 20 years of service)			
CHAP VI	SERVICEMEN'S GROUP LIFE INSURANCE (Submit claim to OSGI)			
CHAP VI	COMMERCIAL LIFE INSURANCE APPLICATION SUBMITTED (Indicate in remarks the name of the company with which commercial insurance is carried)			
CHAP VI	UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD 1173) (May include medical care, exchange and commissary privileges)			
CHAP VI	DEPENDENCY AND INDEMNITY COMPENSATION (VA action; if undue delay and investigation is desired, furnish VA Claim (XC) Number)			
CHAP VI	SOCIAL SECURITY SURVIVOR BENEFITS (Submit claim to local office of Social Security Administration)			
CHAP VI	DEPENDENT'S TRAVEL (If applicable, submit claim to Defense Finance and Accounting Service, Washington, D. C. 20371)			
CHAP V - VI	TRANSPORTATION OF HOUSEHOLD GOODS/PERSONAL EFFECTS			
CHAP V	GOVERNMENT HEADSTONE OR MARKER (Application not required if burial is in national cemetery)			

**ASSISTANCE REQUIRED (Indicate in "Remarks" to whom referred for assistance)**

CHAP VII	INCOME TAX (W-2 furnished directly to next of kin by XXXX without request upon completion of processing)			
CHAP VII	BANK ACCOUNTS, SAVINGS BONDS, SECURITIES, REAL ESTATE, WILL			

**INVESTIGATIVE REPORTS REQUESTED (As applicable)**

CHAP IV	JAGMAN INVESTIGATIVE REPORT			
	NCIS INVESTIGATIVE REPORT			
	AIRCRAFT MISHAP INVESTIGATIVE REPORT			

☐ INITIAL☐ INTERIM☐ FINAL

SPECIAL REQUESTS MADE BY BENEFICIARY	ACTION TAKEN BY CACO	ACTION DESIRED BY BUPERS AS FOLLOWS:
---	----------------------	--------------------------------------

GENERAL REMARKS (Include liaison and contacts with agencies, individuals, and relatives' comments, observations, recommendations and comments of next of kin)

ADDRESS OF NEXT OF KIN <input type="checkbox"/> NO CHANGE <input type="checkbox"/> NEW ADDRESS IS	CACO DSN/COMMERCIAL PHONE NOS
SIGNATURE AND RANK/RATE OF CACO MAKING REPORT	ACTIVITY TO WHICH ATTACHED

FIRST ENDORSEMENT

DATE \_\_\_\_\_

From: Commander, Navy Region, Mid-Atlantic  
To: Commander, Naval Personnel Command (NPC 621)

1. Forwarded

\_\_\_\_\_  
Signature

24 MAY 1999

DIRECT

DEPOSIT

## INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

FOR PROCESSING FEDERAL EMPLOYEE NET SALARY, ALLOTMENTS, ANNUITY AND OTHER AGENCY APPROVED PAYMENTS  
 ASSOCIATED WITH FEDERAL EMPLOYMENT (i.e. travel reimbursement, uniform allowance, etc). SEE ADDITIONAL INSTRUCTIONS ON REVERSE

Always complete this section

## 1. EMPLOYEE INFORMATION

PAY GRADE \_\_\_\_\_

EMPLOYEE IDENTIFICATION NUMBER \_\_\_\_\_ (SOCIAL SECURITY #)

EMPLOYEE NAME  
(as on payroll records)

(Last, First, Initial) \_\_\_\_\_

Mailing Address - MANDATORY!!!

TELEPHONE NUMBER (WORK) \_\_\_\_\_

Always complete this section

## 2. TYPE OF ACCOUNT

☐ Checking☐ Savings

## TYPE OF PAYMENT

☐ Net Pay☒ Travel☐ Other Federal employment related payments

Always complete this section

3. DIRECT DEPOSIT ACCOUNT INFORMATION-NET  
 PAY/TRAVEL/OTHER (Use Sec. 4 for allotments). A voided  
 check/sharedraft may be attached in lieu of completing this section.  
 See instructions on back of this form.

ROUTING TRANSIT NUMBER \_\_\_\_\_ Check Digit \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

Account Title \_\_\_\_\_

Financial Institution Name \_\_\_\_\_

Or - Attach a voided check/

Please complete Block 1.

\*\*\*Be sure to attach this form to the TOP of your travel package!!!

Thank You,  
 PSD, NAVSTA Norfolk  
 Travel Department

NOTE: IN THE PAST WE HAVE RECEIVED DEPOSIT TICKETS FOR EFT PAYMENTS,  
 WE CAN NO LONGER ACCEPT THESE DUE TO PROBLEMS ENCOUNTERED WITH  
 ROUTING NUMBERS. FINANCIAL INSTITUTIONS HAVE BEEN REJECTING  
 ELECTRONIC DEPOSITS MADE BY DFAS FOR TRAVEL PAYMENTS.

PLEASE DO NOT SUBMIT DEPOSIT TICKETS OR FILL OUT THIS FORM WITH  
 INFORMATION ON THE DEPOSIT TICKET, PLEASE USE A VOIDED CHECK  
 OR VERIFY THE INFORMATION WITH YOUR LOCAL BRANCH TO ENSURE  
 PROPER DELIVERY OF YOUR PAYMENTS.

Enclosure (6)

24 MAY 1998

COMNAVREG MIDLANT

When completed, fax to:  
757-444-2767

**COMPLETE THIS FORM FOR ALL HONORS REQUESTS**

Name of Person Completing Form \_\_\_\_\_

Phone: DSN \_\_\_\_\_

Comm \_\_\_\_\_

**Funeral Honors  
Data Collection**

1. Unit Identification Code (UIC) of unit receiving requests for honors: 61463  
UIC of unit providing the honors: \_\_\_\_\_.
2. State where funeral takes place (2 digit Postal Abbreviation) \_\_\_\_
3. Date of Funeral (YYYYMMDD) \_\_\_\_\_
4. Place of Interment/Inurnment  
☐ National Cemetery  
☐ State Cemetery  
☐ Private Cemetery  
☐ Other
5. Requestor's Relationship to Deceased  
☐ Family Member  
☐ Friend of Family  
☐ Funeral Director  
Name of Deceased: \_\_\_\_\_
6. Functions Requested (**Check all that apply**)  
☐ Pall Bearers  
☐ Bugler  
☐ Firing Party  
☐ Flag Folding and/or Presentation  
☐ Chaplain
7. Status of Deceased – (**Mark only one.**)  
☐ Active Duty  
☐ Retired from Active Duty  
☐ National Guard/Reserve (Active Duty)  
☐ National Guard/Reserve (Not on Active Duty)  
☐ National Guard/Reserve (Retired)  
☐ Veteran (someone who served in, but did not retire from, the military)

**24 MAY 1999**

**\*\*If unit was UNABLE to provide honors, skip to question #17. If unit was ABLE to perform any honors, complete all questions.**

8. Rank of Deceased (Mark only one)

<input type="checkbox"/> E-1	<input type="checkbox"/> E-8	<input type="checkbox"/> O-1	<input type="checkbox"/> O-8
<input type="checkbox"/> E-2	<input type="checkbox"/> E-9	<input type="checkbox"/> O-2	<input type="checkbox"/> O-9
<input type="checkbox"/> E-3	<input type="checkbox"/> W-1	<input type="checkbox"/> O-3	<input type="checkbox"/> O-10
<input type="checkbox"/> E-4	<input type="checkbox"/> W-2	<input type="checkbox"/> O-4	
<input type="checkbox"/> E-5	<input type="checkbox"/> W-3	<input type="checkbox"/> O-5	
<input type="checkbox"/> E-6	<input type="checkbox"/> W-4	<input type="checkbox"/> O-6	
<input type="checkbox"/> E-7	<input type="checkbox"/> W-5	<input type="checkbox"/> O-7	

9. Parent Service/Component of Deceased (Mark only one).

☐ Army  
☐ Navy  
☐ Air Force  
☐ Marine Corps  
☐ Coast Guard  
☐ Army Air Corps  
☐ Merchant Marine (served during wartime)  
☐ Other

10. Indicate the number of people participating in each of the functions provided - (This may necessitate counting people more than once. For example, a pall bearer may also serve in the firing party and fold the flag)

☐ Pall Bearers  
☐ Bugler  
☐ Firing Party  
☐ Flag Folding and/or Presentation  
☐ Chaplain

11. Time spent away from primary mission/duties for the funeral detail. Count the time from when the detail members were required to assemble at the installation for the funeral detail until the detail returns to the installation (e.g. Members show up at 0900 for a 0930 departure. Detail returns at 1400. Total time is from 0900-1400, or 5 hours.)  
 (Round time to nearest half hour.)

Hours

**24 MAY 1999**

## 12. Mode of transport for funeral honor personnel.

- ☐ Overland (bus, car, van, etc.)  
☐ Train  
☐ Air  
☐ None (Funeral conducted at installation/shipboard.)

13. **Round Trip** Distance from the assembly point to the funeral – (Round to nearest mile.)

\_\_\_\_, \_\_\_\_

## 14. Was the funeral detail on overnight travel orders at the funeral location? If so, how many nights?

- ☐ Night(s).  
☐ No overnight travel.

## 15. If TAPS were provided, how?

- ☐ Military Bugler  
☐ Civilian/Contract Bugler  
☐ Guard/Reserve Bugler  
☐ Veteran Service Organization Bugler  
☐ ROTC Bugler  
☐ Tape/CD  
☐ None provided

16. Please indicate the **NUMBER OF PEOPLE** of each rank in the funeral honors detail.

<input type="checkbox"/> E-1	<input type="checkbox"/> E-8	<input type="checkbox"/> O-1	<input type="checkbox"/> O-8
<input type="checkbox"/> E-2	<input type="checkbox"/> E-9	<input type="checkbox"/> O-2	<input type="checkbox"/> O-9
<input type="checkbox"/> E-3	<input type="checkbox"/> W-1	<input type="checkbox"/> O-3	<input type="checkbox"/> O-10
<input type="checkbox"/> E-4	<input type="checkbox"/> W-2	<input type="checkbox"/> O-4	
<input type="checkbox"/> E-5	<input type="checkbox"/> W-3	<input type="checkbox"/> O-5	
<input type="checkbox"/> E-6	<input type="checkbox"/> W-4	<input type="checkbox"/> O-6	
<input type="checkbox"/> E-7	<input type="checkbox"/> W-5	<input type="checkbox"/> O-7	

**\*\* If the funeral was fully supported as requested, STOP.**

**\*\* ANSWER questions 17 and 18 only if the funeral was not supported as requested either fully or partially. (i.e., only some of the honors requested were provided by your unit, or no honors were provided.)**

**24 MAY 1999**

17. If the funeral could not be supported as requested (either fully or partially) indicate the **ONE MAIN REASON** why:

- ☐ Trained manpower not available
- ☐ Multiple funerals at same time
- ☐ Geographic distance
- ☐ Insufficient notification time
- ☐ Other (write in) \_\_\_\_\_

18. (IF KNOWN) If unit/installation was unable to fully provide funeral honors as requested, indicate any of the following organizations that assisted by providing full or partial honors:

- ☐ Other Military Service
- ☐ Guard
- ☐ Reserve
- ☐ Veteran Service Organizations
- ☐ ROTC
- ☐ Other (list) \_\_\_\_\_
- ☐ Not Known